

REPORTS INVENTORY					CONTROL NO.	
PREPARE IN DUPLICATE					DD/S&T/ORD - 17	
1. TITLE OF REPORT (if a fill-in report include Form No.)					2. TYPE OF REPORT	
Cost Savings					<input type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		
<input checked="" type="checkbox"/>		LOGISTICS		SECURITY		
		MEDICAL		FINANCE		
				ADMIN. GENERAL		
				OTHER (specify)		
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)		
Original & 2		Monthly		2		
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT		
		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		Given as information at request of C/PMS		
10. PREPARING COMPONENT (include lowest level contributing information to report)		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)				
ORD/PMS						
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR	
11.8	6.63	1	6.63	12	\$79.56	
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR					\$79.56	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						
Set up by C/PMS in 1969 primarily for information to D/ORD & C/PMS/DD/S&T.						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input checked="" type="checkbox"/> DISCONTINUE					<input type="checkbox"/> OTHER (explain) MAN-HOURS DOLLARS	
					25X1	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION			18. EXTENSION	
15 Oct. 1970		DC/PMS/ORD				